

# China Middle School

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## RSU 18 Shared Vision

RSU 18 is a community where. . .

All learners are prepared to succeed in society by demonstrating proficiency of a common set of rigorous standards. Parents, educators, business leaders, and community members are cooperative partners to help guide learning.

All learners are creative problem-solvers, critical thinkers, self-directed, effective communicators, collaborative workers, environmental stewards, and productive, healthy citizens.

Learners have a voice in their education and share in the development of individual learning plans guided by a dedicated and passionate staff.

All learners engage in creative and innovative learning strategies. They use technology and other tools to connect to the world outside of the classroom.

All learners pursue multiple pathways inside and outside of the classroom to achieve their goals.

Learning takes place without boundaries of time and space.

All learners are successful leaders and contributors to their community, nation, and world.

## Student/Parent Signatures

I, \_\_\_\_\_, have read through the 2021-22 CMS Behavior Policies and Expectations as well as the Academic, Attendance, and attached District Policies. I understand that it is my responsibility to follow these rules and procedures set forth by the school and the district.

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have read through the 2021-22 CMS Behavior Policies and Expectations as well as the Academic, Attendance, and attached District Policies. I understand the rules and procedures set forth by the school and the district.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

<b>Bell Schedules 2021-2022</b>	
<b>Daily Bell Schedule (Monday - Thursday)</b>	
Recess: 7:15-7:55	
Homeroom: 8:00 - 8:07	Period 4: 10:15 - 10:55
Period 1: 8:09 - 8:49	Period 5: 10:57 - 11:37
Period 2: 8:51 - 9:31	Period 6: 11:39 - 12:19
Period 3: 9:33 - 10:13	Period 7: 12:21 - 1:01
Period 8: 1:03 - 1:43	Period 9: 1:45 - 2:25
	Dismissal: 2:27 - 2:35
<b>Red Day Schedule (Friday's)</b> (36 minute periods)	
Recess: 7:15-7:55	
H.R. /Advisory: 8:00 - 8:43	Period 4: 10:39 - 11:15
Period 1: 8:45 - 9:21 (Elective for 7%)	Period 5: 11:17 - 11:53
Period 2: 9:23 - 9:59	Period 6: 11:55 - 12:31
Period 3: 10:01 - 10:37	Period 7: 12:33 - 1:09
Period 8: 1:11 - 1:47	Period 9: 1:49 - 2:25 (Elective for 5/6)
	Dismissal: 2:27 - 2:35
<b>Early Release Schedules</b>	
<b>Schedule A (September 21 &amp; March 8)</b>	<b>Schedule B (November 30 &amp; May 17 )</b>
Homeroom: 8:00 - 8:07	Homeroom: 8:00 - 8:07
Period 1: 8:09 - 8:49	Period 1: 8:09 - 8:49
Period 2: 8:51 - 9:31	Period 7: 8:51 - 9:31
Period 3: 9:33 - 10:13	Period 8: 9:33 - 10:13
Period 4: 10:15 - 10:55	Period 9: 10:15 - 10:55
Period 5: 10:57 - 11:25	Period 5: 10:57 - 11:25
5th/6th Class	5th/6th Class
7th/8th Lunch	7th/8th Lunch
(Recess 11:15-11:25)	(Recess 11:15-11:25)
Period 6: 11:27 - 11:55	Period 6: 11:27 - 11:55
7th/8th Class	7th/8th Class
5th/6th lunch	5th/6th lunch
(Recess 11:45-11:55)	(Recess 11:45-11:55)
Dismissal: 11:55 - 12:00	Dismissal: 11:55 - 12:00

## China Middle School Behavior Expectations

*“One’s philosophy is not best expressed in words; it is expressed in the choices one makes... and the choices we make are ultimately our responsibility.” Eleanor Roosevelt*

**In order for all students at China Middle School to be successful, students must follow three foundational expectations; be SAFE, be RESPECTFUL, and be RESPONSIBLE. The following expectations reflect the many ways and places students embody these expectations.**

### **General Behavioral Expectations:**

At China Middle School, students are expected to:

1. Respect themselves and the larger school community, including the authority of the adults in charge, whether the adult is a classroom teacher, a lunchroom monitor, or any other member of the CMS staff.
2. Respect school property and the property of others. It is school policy to charge students for damage caused by them, whether accidental or intentional.
3. Avoid violence at all costs. Immediately report fighting (including planned/talk of fighting) in school, on school grounds, or at school activities.
4. Be safe and care for the safety of others.
5. Remain on school grounds unless you have been approved for dismissal.
6. Be considerate of others by refraining from using potentially offensive language (verbal or through technology) and socially unacceptable behavior.
7. Treat others with kindness and respect. Threatening, bullying, or retaliatory behavior is unacceptable.
8. Take responsibility for your actions and take steps to make amends when those actions harm others. Be honest.

### **Classroom/Hallway/Assembly:**

1. Students will follow the individual classroom teacher’s code of conduct/rules.
2. Students will come to class on time, prepared to learn, with the student planner.
3. If students need to leave the room for any other reason they will obtain a hall pass.
4. Students sent out of class will report to the office immediately, with a note from the sending teacher explaining the reason.
5. Students will not engage in public displays of affection, aggressive play, or aggressive physical contact in any area of the school or grounds.
6. When in an assembly or in the presence of a guest speaker, students should listen respectfully and use proper audience behavior.
7. Students will not use loud voices or create disruptions that affect the learning of others.
8. Students will complete their own work to the best of their ability in the time frame in which the teacher has set forth.
9. When transitioning in the hallway students should walk single file on the right side of the hallway.

### **Lunchroom Behavioral Expectations:**

1. Students must stay seated.
2. Students must use their “inside voices.”
3. When finished eating, students should properly clean up their area and empty trays.
4. Be respectful of other people’s space/food.
5. Students should not throw food or any other objects.
6. When the lights are out, students should remain quiet.
7. Drinks other than water may not be brought out of the lunchroom. Students should not bring drinks with caffeine, soda, etc. to school.

**Recess:**

1. During inside recess, follow the posted rules for use of the cafeteria, gym, and library.
2. Be safe. Do not throw snow, rocks, sand, mulch, etc. Use the equipment for the purpose it was designed.
3. Be safe and care for the safety of others. Keep hands/feet/body to oneself.
4. Once on the playground, students should stay outside except when permitted by a teacher.
5. Students should retrieve balls that are off the playground only with the permission of a teacher.
6. Be respectful of our school grounds. Keep them clean. Take care of the equipment and return balls at the end of recess.

**Dress Code:**

1. Shoes must be worn at all times.
2. Hats, hoods, and costumes cannot be worn in the school building.
3. Clothing/jewelry with references to drugs, tobacco, alcohol, obscene, vulgar language, sexual language or signs, slander and other violence-promoting messages is prohibited.
4. Shirts/tops should have either sleeves or a wide shoulder strap (three fingers, 2-3 in.).
5. Skirts, shorts, and dresses must be mid-thigh or longer in length (minimum 3 in. inseam).
6. Personal cleanliness is expected.
7. Immodest clothing is prohibited (no cleavage, bare midriffs, holes above mid-thigh, or undergarments showing).

Protocol for dress code violation: The student will be spoken to by a staff member. The student will be asked to change the clothes in violation. If they do not have a change in clothes, they will be sent to the office to wait for a parent or guardian to come with a change of clothes.

**Transportation/Bus:**

1. Students are expected to be at pickup points on time. The busses try to run on exact schedules and cannot wait for latecomers. Weather, substitute drivers, and other extenuating circumstances may alter pickup and drop off times.
2. Students are on school property from the time they get onto the school bus in the morning until they get off the school bus in the afternoon.
3. Eating on the bus is allowed only with driver permission.
4. Students are to get on and off the bus at their regular stops only unless a written note from home is approved by the office.
5. Bus windows are opened and closed only with driver permission, and no one may put any part of their body outside the bus at any time. Throwing objects on or out the bus windows is not allowed.
6. Loud talk, aggressive play, etc. is not permitted on the bus at any time.
7. There is no smoking or lighting of matches or lighters at any time.
8. At bus stops, students are to remain well to the side of the road until the bus comes to a complete stop.
9. After leaving the bus (if they must cross the road), the student will cross in front of the bus after the driver has signaled for them to do so.
10. Damage done to seats or other bus equipment will be paid for by those responsible.
11. All students must be appropriately seated when the bus is in motion and may not change seats without driver's permission.
12. Bus riding is a privilege, and depends on continued good behavior.

**Computer/Internet/Cell Phone Use:**

1. Appropriate use of computers/technology/network is expected of students at all times. Students will follow the RSU 18 Computer Use Policy at all times.
2. Students are responsible for carrying their laptops to and from class in the laptop case.
3. Cell phone, earbuds, and personal electronic device use is prohibited unless teacher

permission has been granted for educational purposes. During school hours, cell phones should be stored in laptop cases only. Cell phones used inappropriately will be stored in the school's safe until the end of the school day.

- a. First offense: Cell phone is kept in the office safe for the remainder of the day
- b. Second offense: Cell phone is kept in the office safe for the remainder of the day and must be picked up by a parent
- c. Third offense: Meeting is held with parents to discuss appropriate cell phone use and student will receive consequences per the CMS Consequence/Remediation Plan

## Student Recognition

In an effort to honor students' efforts in behavior, academics, citizenship, and attendance, China Middle School recognizes students each quarter with the following achievements:

- **Honor Roll:** Grade point average of 85-92.99 and no grade below a 70 in all classes.
- **High Honors:** Grade point average of 93-100 and no grade below a 70 in all classes.
- **Dean's List:** Students earn Dean's List by achieving High Honors all school year.

### Dean's List Recognition:

1. Students who earn Dean's List will be invited to the Dean's List Breakfast with the Principal and Assistant Principal at the end of the school year.
2. Students that achieve Dean's List will receive a sweatshirt. Eighth grade students will receive a sweatshirt from the high school of their choice. (For ordering purposes grades 5-7 students will receive their sweatshirt the following fall.)

### Gold Card:

#### Criteria:

To receive a Gold Card, students must earn High Honors for the quarter.

#### Benefits: (1-4 expire at the end of each quarter)

1. Free admission to Fun Night or school dances.
2. 1 free ice cream coupon.
3. First choice of electives.
4. Permission to use headphones/earbuds to listen to music in class (teacher discretion required).

### Student of the Quarter:

Each quarter, two students per grade will be chosen as Students of the Quarter. Teachers will nominate students based on the following criteria:

- Effort
- Character
- Behavior
- Social relationships
- Extracurricular activities
- Attendance

Students of the Quarter will receive a specialized certificate and have their photos on display in the lobby.

### Positive Behavior Recognition:

Clipper Tickets: Students earn Clipper Tickets for a variety of positive behaviors in school throughout the day. Staff strive to recognize helpful, inclusive behavior and acts of kindness and leadership that add to the school culture. Students may turn in their Clipper Tickets at any time throughout the week to be eligible for the Friday drawing.

Quarterly Drawings: Students also earn one entry in a quarterly drawing if they do not receive an Orange Form. Prizes will be awarded at each quarterly assembly.

### Promotion Ceremony Recognition:

The following students will receive a white or gold cord to wear at 8th Grade Promotion:

White cord: Honor roll all of eighth grade year.

Gold cord: High Honor's all of eighth grade year.

## Behavior Consequence/Remediation Plan (Office Referral)

Some behaviors and incidents require attention from administration. In the event a student is referred to the office for behavior or an incident, the following consequence plan will be used. The administrator will speak with the student and contact the parent if necessary, and determine the appropriate consequence. Administration maintains the right to use discretion when assigning consequences for serious behaviors.

	1st Transgression	2nd Transgression	3rd Transgression
<b>General Behavior</b>	Responsibility Form filled out by student, signed by parent/guardian. Detention issued by administration.	In-house suspension, half day or classes-only schedule. Loss of extracurricular privileges for one day. Behavior Contract completed by student, signed by parent/guardian.	In-house suspension, full day or classes-only schedule. Loss of extracurricular privileges. Behavior Intervention Plan (BIP) in place.
<b>Classroom/Hallway Behavior</b>	Responsibility Form filled out by student, signed by parent/guardian. Detention issued by administration.	In-house suspension, half day or classes-only schedule. Loss of extracurricular privileges for one day. Behavior Contract completed by student, signed by parent/guardian.	In-house suspension, full day or classes-only schedule. Loss of extracurricular privileges. Behavior Intervention Plan (BIP) in place.
<b>Computer/Internet/Cell phone Use</b>	Responsibility Form filled out by student, signed by parent/guardian. Detention issued by administration. If a laptop violation, loss of computer privileges for one day. If a cell phone violation, cell phone will be kept in office safe for the day.	In-house suspension, half day or classes-only schedule. Loss of extracurricular privileges for one day. Behavior Contract completed by student, signed by parent/guardian. Loss of laptop for one week. Cell phone kept in the office safe & picked up by a parent/guardian.	In-house suspension, full day or classes-only schedule. Loss of extracurricular privileges. Behavior Intervention Plan (BIP) in place. Loss of computer privileges until further notice. Meeting with parent/guardian and cell phone is kept in the office safe daily.
<b>Dress Code</b>	Student will cover inappropriate clothing, have other clothes brought to school, or student sent home. Responsibility Form filled out by student, signed by parent/guardian.	Detention served by administration. Behavior Contract completed by student, signed by parent/guardian.	In-house suspension, half day or classes-only schedule. Loss of extracurricular privileges for one day. Behavior Intervention Plan (BIP) in place.

## Attendance Policies and Procedures

Under Maine State Law, parents or guardians are legally responsible for seeing that their children attend school. Students should be at school by 8:00 and pick up is at 2:30. **If your child is absent, please call the school by 9:00 A.M. on that day or upon his/her return, send a written excuse containing the following:**

Date of absence, reason for absence, signature of parent or guardian.

The following circumstances are considered excusable absences under the law:

1. Medical appointment which could not be scheduled at any other time;
2. Illness;
3. Family emergency;
4. Religious observances which must be celebrated on school days;
5. Planned absences.

It is the student's responsibility to obtain make-up assignments when s/he returns to school. Make-up work for any extended absence must be completed within one week from date of return. Students are responsible for contacting their teacher and checking for assignments on Google Classroom.

**Attendance- Truancy Policy** A student is determined to be habitually truant if the student is subject to the compulsory attendance law; and

1. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or
2. Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

Truancy under this paragraph is considered "child abuse and neglect" under Maine law and is reportable to the Department of Health and Human Services.

If the Assistant Principal determines that a student is habitually truant, the parents of the student will be notified and asked to provide documentation for absences. If documentation is not provided, a meeting will be set up with the parents, student, Assistant Principal, and/or Principal to discuss the student's truancy and develop a plan.

If the student's attendance does not improve after the plan has been implemented, the parents and student will attend a meeting with the Superintendent. If the student's attendance does not improve after meeting with the Superintendent, the school will report the truancy to the Department of Health and Human Services, and the Superintendent may make a referral to a local law enforcement authority of a violation of the Habitual Truancy Statute.

**Attendance- Health Policy** Health is very important to the learning process. A child who does not feel well cannot do his/her best work. Please see the China Schools Health Handbook for specific health and medication information.

**Attendance- Dismissal Policy** When arriving to pick up a student for dismissal, parents should check in at the office. Students will be called down to the office. Only parents/guardians and authorized persons listed on the emergency form may sign a child out from school. Picture IDs may be required in some cases.

**Attendance- Make-up Work** Students are responsible for contacting their teacher and checking



for assignments on Google Classroom. In the case of planned absences, please contact the office at least 3 days prior to the absence.

**Attendance- Tardy Policy** Class begins promptly at 8:00 a.m. Any student arriving after 8:00 a.m. is considered tardy and must sign in at the front office.

**Attendance- Visitor Policy** All parents/guardians/visitors are asked to enter China Middle School through the main lobby and sign in at the office. At the office, visitors will be given a visitor's badge that must be worn at all times while in the building. If a parent wishes to observe a classroom, it must be approved by the Principal ahead of time.

**Attendance- No School Policy** "No School" announcements will be sent through text, an automated call, the district website, as well as local radio and t.v. stations.

**Attendance- Early Dismissal Policy** Should it become necessary to close school early on any day, the announcement shall be made through text, an automated call, the district website, as well as local radio and t.v. stations. We are requesting that all parents establish with your children a procedure for house keys, sitters, and similar problems if early dismissal is necessary. In addition, there are scheduled early release days throughout the year for teacher professional development. Please take note of these days on the calendar.

**Attendance- After School Policy** Students are not allowed to stay after school unsupervised to attend a sports event or extracurricular activity as a spectator. Students who are after school for a pre-planned game, practice, or club meeting must be picked up on time in the designated area.

## **School Policies and Procedures**

**Adding and Dropping Classes:** Optional specials classes (ie- band, chorus, JMG, Spanish, or other courses deemed extra by the administrator) may be added or dropped within two weeks of the start of the course. Extenuating circumstances must receive administrator approval.

**Animals:** Animals are not allowed on the school grounds, except by advanced permission from the Principal.

**Backpacks:** Student use of backpacks is encouraged; however, students are not allowed to carry backpacks to classes throughout the day. Backpacks should be stored in the hallway lockers.

**Bicycles:** Students must provide the office with a parental permission note to ride their bike (good for one year). Bicycles, skateboards, roller blades, and scooters are not allowed for use on school property while school is in session. Students who ride their bikes to school must wear a helmet and should not arrive before 7:15. For safety reasons, at the end of the day, students must leave after the last bus bell. Students who fail to abide by the rules for bicycle safety will lose this privilege.

**Cell Phones / Electronic Devices:** The use of non-school issued electronic devices is prohibited at school. During class time, cell phones must be stored in the laptop case. Cell phones should not be used in the bathrooms or hallways. Teachers may allow students to utilize electronic devices when appropriate to their classroom instruction. If cell phones or other electronic devices are used without prior approval, they will be confiscated and returned to the student's parent/guardian.

**Computer Use:** Internet access is available to students in the China Schools. In order to maximize the benefits of Internet use and to minimize the potential dangers, students and staff are required to adhere to rules and responsibilities for computer use. Responsible use is: using appropriate language, treating the computers and network with respect, no copying software or information that is copyrighted, using school computers conscientiously. All users must be aware that there is no expectation of privacy when using computers on the school network. Failure to follow the school rules will result in loss of computer privileges in school, and parents will be notified.

**Detentions:** If a teacher has assigned a detention for academic or behavioral reasons, the student must have the slip signed and returned in the time frame the teacher has set forth. The student will have no recesses until work is complete and the slip is signed.

**Fragrances:** Please be aware that many people in our school community have allergies to many things. For a person with fragrance allergies, it can be difficult to spend time around those who are wearing perfume, body sprays, scented lotions or scented hand sanitizers. We are encouraging students to take this into consideration when getting ready for school each morning. Please help us by encouraging your children to use fragrances/body sprays sparingly.

**Homework:** Homework is an integral part of the instructional program which allows students an opportunity to reinforce concepts taught and practice useful skills. A reasonable amount of study and preparation is necessary for the scholastic growth of students, and the amount of time devoted to homework will vary depending upon the student's learning abilities, grade level, or special learning needs.

**Lockers:** Lockers are school property that students use for convenient storage. The school reserves the right to open and inspect lockers and their contents at any time for any reason. Therefore, students should not expect that items stored in lockers will be kept private, and should not keep valuable items in lockers. CMS is not responsible for lost or stolen items. Lockers are provided for keeping books and other school property needed at school. Locks are not allowed at CMS. Students are not allowed to switch or share lockers. If there is a problem with a locker, students should inform the office.

**Lost and Found:** Students should check the lost and found area located near the gymnasium doors often. Each semester, unclaimed items are donated.

**Lunch:** All students qualify for one free breakfast and one free lunch at no charge. Individual cartons of milk that are not a part of the meal are not part of free meal benefits. The prices are: Skim and 1% Milk: \$0.50 per carton, Skim Flavored Milk (Chocolate and Strawberry): \$0.55 per carton. A la carte items are available for students to purchase daily. The pricing for a la carte items other than Oakhurst 8 oz milk cartons are subject to change.

**Personal Belongings:** There is to be no buying, swapping, trading, or giving away of personal belongings on the buses or while at school.

**Plagiarism/Cheating:** In the event of a plagiarising or cheating incident, the classroom teacher will contact home and the assignment will be redone. Additional consequences may be issued by the office or classroom teacher depending on the nature of the infraction.

**Questioning/ Searches of Students:** The School Board seeks to maintain a safe and orderly environment in the schools. The Principal/designee is authorized to question and/or search students in accordance with board policy. Any violation of school policy that also breaks the law may be reported to the police.

**Recess Choices:** From 7:15 to 7:30, students are in the gymnasium. From 7:30 to 7:55, students have the choice to go outside, to the library to work or read, or stay in the cafeteria at the tables to eat or talk quietly.

**Reporting Student Progress:** Reporting has the learner's best interests in mind and reflects progress toward proficiency. Evidence of learning over time will be collected. Student progress will be available through PowerSchool. Parents and students will be provided log information in fall packets to access PowerSchool accounts. In addition, China Middle School will regularly provide parents with reports that document student progress.

**Records:** Pupil records are collected and maintained to promote the instruction, guidance, and educational progress of the pupil and for legitimate educational research. Parents or eligible students (age 18 years or older) are entitled to certain rights and protection under the Family Educational Rights and Privacy Act. A complete copy of the RSU 18 student record policy may be obtained by contacting the building Principal. However, the following items outline your rights: The parent or eligible student has a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's educational records;
3. Consent to disclose of personally identifiable information contained in the student's education records, except to the extent allowed in accordance with 34 CUR, Section 99;
4. File a complaint with the U.S. Department of Education; and
5. Obtain a copy of the RSU 18 student records policy by contacting the building Principal.

The three types of student records maintained by the school are: a) Academic information such as progress reports, student work samples, achievement test data, etc.; b) Statistical information including aptitude scores, mental ability, permanent school health records, etc.; c) Directory information on students, such as name, age, address, telephone number, grade, field of study, participation in officially recognized activities, and sports and awards received. All directory information may be made public without notice, unless the school is notified in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is to be withheld. Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent. RSU 18 forwards educational records to other agencies or institutions in compliance with Section 99.31 of the Family Educational Rights and Privacy Act which allows for the disclosure of education records to officials of another school administrative unit where the student seeks or intends to enroll. Prior consent of the parent or guardian is not required.

**Soliciting:** No student, teacher, or other adult shall collect money for any causes or sell anything within the school or on school grounds without the permission of the School Board or their appointed administrative officers. Students who want to fundraise should check with the Principal for permission.

**Special Services Child Find Notice for RSU 18:** In compliance with Maine Special Education Regulation 7.9, RSU 18 would like to ensure that all students between the ages of 3 and 20 years (including state wards, state agency clients, students attending private schools, students attending home schools, and institutional residents who reside within our geographic jurisdiction) who may be in need of special education and/or supportive services are located, identified, and evaluated. If you believe your child is in need of an evaluation or services, please call Special Education Director Cheryl Mercier at 465-7384.

**Student Planners:** China Middle School will provide one student planner for each student free of charge. Students are expected to have the planner in their homework binder for daily use. Lost or destroyed planners will be replaced at the student's cost.

## **REGIONAL SCHOOL UNIT NO. 18 POLICIES**

### **DRUG & ALCOHOL USE BY STUDENTS - STUDENT SUBSTANCE ABUSE**

**File: JICH**

Regional School Unit No. 18 recognizes that illegal drug and alcohol use and abuse are harmful to the individual. It is the District's philosophy to educate students about the detrimental effects of alcohol and drug use and abuse and deter the use and possession of alcohol and drugs. The purpose of this policy is to establish age appropriate consequences that hold the student accountable for their decisions, to maintain a safe environment for all students and to address violations of the School Board policy.

A participant's request for acceptance of assistance in addressing chemical use, abuse or dependency will not adversely affect that student's attendance at school or participation in school activities. School personnel will work cooperatively with parents and others entrusted with the care of the student to ensure the health and safety of the student population. The student may not use the voluntary referral procedure merely to circumvent the consequences that would otherwise be implemented due to an ongoing or impending investigation.

#### **I. PROHIBITED CONDUCT, SUBSTANCES**

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances before, during and after school hours, at school, in any school building, on any school premises, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of the School Unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

The term "prohibited substance" shall include, but not be limited to:

1. Alcohol;
2. Scheduled drugs (as defined in 17-A M.R.S.A. § 1101);
3. Controlled substances (as defined in the federal Controlled Substances Act, 21 USC § 812);
4. Any performance-enhancing substance listed on the Maine Department of Health and Human Services' banned substances list and any other substance which is illegal in Maine or the use of which is illegal for minors;
5. Prescription drugs not prescribed for the student and/or not in compliance with the Board's policy on administering medications to students;
6. Any substance which can affect or change a student's mental, physical or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation) or steroids;
7. Paraphernalia - implements used for distribution or consumption of a prohibited substance;
8. Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.
9. Electronic vaporizer devices, including but not limited to e-cigarettes, vape pens, or similar devices;

#### **II. CONSEQUENCES**

Any violation of the terms of this policy shall constitute sufficient grounds for student consequences, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. Law enforcement authorities shall also be notified of violations of this policy. Because participation in extracurricular/co-curricular activities is a privilege, students who participate in co-curricular or extracurricular activities who violate this policy are subject to additional rules and sanctions.

(See Section III .)

The procedures that follow are intended as guidelines. The administration reserves the discretion to impose consequences for any violation of this policy up to and including a recommendation for expulsion. The offenses and subsequent procedures described in this policy shall be cumulative throughout the student's years in RSU 18.

#### **A. Consuming, Possessing, Receiving or Being Under the Influence of Prohibited Substances**

Violations will result in the following consequences.

##### First offense

1. Confiscate substance.
2. Notification of the building and Central Office administration.
3. Notification of parents/guardians.
4. Notification of police.
5. The student is required to meet with a guidance counselor for referral to appropriate intervention services.
6. Out of school suspension of the student for ten days. With the principal's approval of a plan that includes appropriate interventions, the suspension may be reduced up to five (5) days.

##### Any Subsequent Offenses

1. Confiscate substance.
2. Notification of the building and Central Office administration.
3. Notification of the parents/guardians.
4. Notification of police.
5. Out of school suspension of the student for ten (10) days, with appearance before the Superintendent to discuss the student's educational future and possible expulsion.
6. Meet with a guidance counselor for referral to appropriate intervention services.

#### **B. Furnishing, Selling, Buying or Manufacturing a Prohibited SUBSTANCE**

Violations will result in the following consequences.

##### **First Offense**

1. Confiscate substance.
2. Notification of building and Central Office administration.
3. Notification of parents/guardians.
4. Notification of police.
5. Out of school suspension of the student for ten (10) days.
6. The student will appear before the Superintendent to discuss the student's educational future and possible expulsion.

##### Subsequent Offenses

1. Confiscate substance.
2. Notification of building and Central Office administration.
3. Notification of parents/guardians.
4. Notification of police.
5. Out of school suspension of the student for ten (10) days, pending an expulsion hearing by the School Board.

### **III. PARTICIPATION IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

RSU 18 realizes the value of extracurricular and co-curricular participation as a positive alternative to substance use. It is, therefore, the policy of the District that students participating in extracurricular activities, including all athletic teams, clubs, and school sponsored co-curricular activities, sign and abide by rules, which prohibit violations of the Board's substance abuse policy at any time or place from date of pre-season practice in August through final tournament or co-curricular event in June. If a student/parent do not sign an acknowledgement of the rules, this policy will still be enforced.

In addition, students will be subject to consequences if it is determined that they are present at a party or any location where drugs are being used or underage drinking is taking place, and they do not leave when they become aware of such activities.

Participation in extracurricular/co-curricular activities is considered a privilege, and students who choose to participate in such activities are held to a higher level of responsibility. Students who represent RSU 18 are expected to conduct themselves at all times and in all places in a manner which reflects positively on the school and its member communities.

Upon verification of violation as a result of administrative investigation, the following consequences will occur. These consequences are in addition to consequences for the underlying policy violations.

**A. CONSUMING, POSSESSING, RECEIVING, BEING UNDER THE INFLUENCE OF PROHIBITED SUBSTANCES, OR BEING PRESENT AT A PARTY OR ANY LOCATION WHERE DRUGS ARE BEING USED OR WHERE UNDERAGE DRINKING IS TAKING PLACE**

First Offense

1. Notification of building and Central Office administration.
2. Notification of parents/guardians.
3. The student will be suspended from extracurricular/co-curricular activities for nine (9) weeks after verification of the incident. For the purposes of this policy, participation in an activity begins with the first day of participation in any meeting, practice, try-out, pre-season activity, contest or performance and continues through any concluding activity such as an awards recognition event. If a 9-week suspension is not completed by the end of a school year, the suspension carries over into the next school year. Students who are not eligible during the pre-season and/or tryout period will not be allowed to join any extracurricular or co-curricular activity during the season.
4. Students are required to meet with a substance abuse counselor at parents' expense for a risk assessment and an additional three (3) times in order to be eligible to participate in future extracurricular/co-curricular activities.
5. Parents are encouraged to attend an educational program on alcohol and drug abuse.
6. The student cannot participate in any awards ceremony during suspension; receive a certificate of participation, "letter," or any other extracurricular/co-curricular awards; and continue to hold any leadership role and/or elected office during suspension.
7. While on suspension the student will not be allowed to attend or participate in any sessions of the activity as a participating member.

Any Subsequent Offense

1. Notification of building and Central Office administration.
2. Notification of parents/guardians.
3. Students are suspended from any extracurricular or co-curricular activity for one calendar year after verification of the incident.
4. Students are required to meet with a substance abuse counselor at parents' expense. If the student is again to participate in activities, satisfactory evidence must be demonstrated to the appropriate school administrator that he/she is no longer involved in the illegal use or abuse of chemical substances.
5. Parents are encouraged to attend an educational program on alcohol and drug abuse.
6. The student cannot attend any awards ceremony during suspension; receive a certificate of participation, "letter," or any other extracurricular/co-curricular awards; and continue to hold any leadership role and/or elected office during suspension.
7. While on suspension the student will not be allowed to attend or participate in any sessions of the activity as a participating member.

**B. Furnishing, Selling, Buying, Manufacturing a Prohibited Substance, OR BEING PRESENT WHERE THESE ACTIVITIES ARE TAKING PLACE**

### First Offense

1. Notification of building and Central Office administration.
2. Notification of parents/guardians.
3. Notification of police.
4. Suspension of student from any extracurricular activity for one (1) calendar year after the verification of the incident.

### Any Subsequent Offense

1. Notification of building and Central Office administration.
2. Notification of parents/guardians.
3. Notification of police.
4. Suspension of student from any extracurricular or co-curricular activity for the remainder of the student's educational career in the RSU 18 School District.

**This policy shall be communicated to students through each school and/or activity handbook and appropriate postings.**

## **TOBACCO USE AND POSSESSION**

### **File: ADC**

Regional School Unit No. 18 does not allow the use of tobacco products in school buildings, on school grounds or in school vehicles at any time by students, staff or visitors. Advertising tobacco products by students and school employees is strictly prohibited on school property including articles of clothing. The Tobacco-Free School Policy will be referenced, and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Tobacco-Free signs will be posted on school grounds.

“Tobacco product” is defined as any form of tobacco and any material or device used in smoking, chewing or other form of tobacco consumption, including but not limited to, cigarette papers, pipes, lighters and matches, or any object giving off or containing any substance giving off smoke. For the purpose of this policy, “tobacco product” also includes electronic cigarettes and other devices designed to deliver nicotine or other substances through inhalation or “vaping”, or used to simulate smoking, and vaping paraphernalia.

The following procedure is intended as a guideline. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of this policy.

### First Offense

1. Confiscate tobacco product(s).
2. Up to three (3) days of suspension from school.
3. The student will meet with the school counselor or social worker to discuss and be referred to the appropriate tobacco education program and/or interventions.
4. The student may be reported to law enforcement, and the student's parents will be
6. contacted.
7. The building principal, athletic director, and extracurricular/co-curricular leader will be
8. notified.

### Second Offense and Subsequent Offenses

1. Confiscate tobacco product(s).
2. Up to five (5) days of suspension from school.
3. The student will meet with the school counselor or social worker to discuss and be referred to the appropriate tobacco education program and/or interventions.
5. The student may be reported to law enforcement , and the student's parents will be
6. contacted.
7. The building principal, athletic director, and extracurricular/co-curricular leader will be
8. notified.

9. The student may be referred to the Superintendent for further disciplinary action.

### **III. FURNISHING, BUYING OR SELLING OF TOBACCO PRODUCTS**

Students are prohibited from furnishing, buying or selling tobacco products on school property, in school vehicles, or at any school-sponsored activity, whether on or off school grounds. The following procedure is intended as a guideline. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of this policy.

#### First Offense

1. Confiscate tobacco product(s).
2. Notification of building and central office administration.
3. Notification of parent or guardian.
4. Out of school suspension for five (5) days.
5. The building principal, athletic director, and extracurricular/co-curricular leader will be notified.
6. notified.

#### Subsequent Offenses

1. Confiscate tobacco product(s).
2. Notification of building and central office administration.
3. Notification of parent or guardian.
4. Out of school suspension for ten (10) days
5. The building principal, athletic director, and extracurricular/co-curricular leader will be notified.
6. The student may be referred to the Superintendent for further disciplinary action.

### **USE, POSSESSION, FURNISHING, BUYING OR SELLING OF TOBACCO PRODUCTS BY STUDENTS INVOLVED IN EXTRA- CURRICULAR AND CO- CURRICULAR ACTIVITIES**

Students involved in extracurricular (athletics) and co-curricular activities (all school-sponsored clubs, teams, or organizations) represent Regional School Unit 18 in their respective sport or school-sponsored activity. This privilege carries with it the responsibility of not using, possessing, selling, furnishing tobacco products on and off school grounds, whether or not under school supervision from date of pre-season practice in August through final tournament or co-curricular event in June.

Upon verification of an incident, students involved in extracurricular or co-curricular activities shall be subject to the following disciplinary consequences in addition to consequences for the underlying policy violation.

#### First Offense

1. Suspension of students from all extracurricular and co-curricular activities for nine (9) weeks. If the student participates in a tobacco education program that is pre-approved by the administration, the student's ineligibility may be reduced to four weeks with the approval of the building principal. For the purposes of this policy, participation in an activity begins with the first day of participation in any meeting, practice, try-out, pre-season activity, contest or performance and continues through any concluding activity such as an awards recognition event. If a suspension is not completed by the end of a school year, it carries over to the next school year.
2. During suspension the student cannot participate in any awards ceremony; receive a certificate of participation, "letter", or any other extracurricular/co-curricular awards; or continue to hold any leadership role and/or elected office during suspension.

#### Subsequent Offenses

1. Suspension of students from all extracurricular and co-curricular activities for nine (9) weeks.
2. During suspension the student cannot participate in any awards ceremony; receive a certificate of participation, "letter", or any other extracurricular/co-curricular awards; or continue to hold any leadership role and/or elected office during suspension.

### **EMPLOYEE USE OR FURNISHING OF TOBACCO PRODUCTS**

Smoking and the use of tobacco products by school employees are prohibited in school buildings, on school grounds, in school vehicles, and at any time or place that staff members are responsible for students. In



addition, employees are prohibited from selling, or furnishing tobacco products to students. Employees shall be disciplined for any violation of this policy.<sup>3</sup>

## **V.REGIONAL SCHOOL UNIT NO. 18 VI. REFERRAL TO LAW ENFORCEMENT**

All persons suspected of selling or furnishing tobacco products in any way to students may be referred to the local law enforcement agency.

### **STUDENT COMPUTER & INTERNET USE**

**File: IJNDB**

RSU No. 18's computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises. Students are not allowed to utilize their privately-owned computers at school.

Student use of computers, networks and Internet services is a privilege, not a right. Compliance with the School Unit's policies and rules concerning computer ***and Internet*** use is mandatory. Students who violate these policies and rules will be subject to disciplinary and/or legal action and may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

RSU No. 18 computers remain under the control, custody and supervision of the School Unit at all times. The School Unit monitors computer and Internet activity by students. Students have no expectation of privacy in their use of school computers ***whether they are used on school property or elsewhere.***

#### **"Cyber Safety"**

RSU No. 18 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. RSU No. 18 takes precautions to supervise student use of the Internet, but parents should be aware that RSU No. 18 cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The School Unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

***In the interest of student safety ("cyber safety"). RSU No. 18 also educates students [OR: students and parents] about online behavior, including interacting on social networking sites and chat rooms, and issues surrounding cyberbullying awareness and response.*** Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying ***acceptable use*** rules ***and for documenting student Internet safety training.*** Additional administrative procedures or school rules governing the day-to-day management and operations of the School Unit's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

## **BULLYING AND CYBERBULLYING IN SCHOOLS**

**File: JICK**

### **I. Introduction**

All students have the right to attend public schools that are safe and secure learning environments. It is the intent of the Regional School Unit No. 18 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying is detrimental to the school environment and student learning, achievement and well-being. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the Regional School Unit No. 18 schools, and the operation of the schools.

## **II. Prohibited Behavior**

The following behaviors are prohibited:

1. Bullying
2. Cyberbullying
3. Harassment and Sexual Harassment (as defined in board policy ACAA)
4. Retaliation against those reporting such defined behaviors, and
5. Knowing and false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to consequences.

## **III. Bullying and Cyberbullying Defined**

A. "Bullying" includes, but is not limited to, a written, oral, graphic or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

(1) Has, or a reasonable person would expect it to have, the effect of:

- (a) Physically harming a student or damaging a student's property; or
- (b) Placing a student in reasonable fear of physical harm or damage to the student's property;

(2) Interferes with the rights of a student by:

- (a) Creating an intimidating or hostile educational environment for the student; or
- (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and

9. Physical contact or injury to another person or his/her property.

B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another student through use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes reporting an act of bullying when it is not made in good faith.

#### **IV. Application of Policy**

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

#### **V. Reporting**

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report incidents of bullying to the school principal or other school personnel designated by the superintendent.

B. Students who have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who are aware of incidents of bullying are encouraged to report this behavior to a staff member or school administrator.

D. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have falsely accused another of bullying shall be subject to disciplinary consequences.

## **VI. Responding**

The school principal or a superintendent's designee will:

A. Promptly investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all credible allegations of bullying behavior and outcomes of the investigations, and report substantiated incidents to the superintendent;

C. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

D. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services;

E. Communicate to the parent of a student who has been bullied the measures being taken to ensure the safety of the student who has been bullied and to prevent further acts of bullying;

F. Communicate with a local or state law enforcement agency if the school principal or the superintendent's designee believes that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate; and

G. Notify parents, guardians and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking disciplinary action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

## **VII. Assignment of Responsibility**

A. The School Board is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parents, volunteers, administrators, teachers and school staff.
2. Posting this policy and related procedures on the school administrative unit's publicly accessible website.
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The Superintendent is responsible for:

1. Oversight, implementation, and enforcement of this policy.
2. Designating a school principal or other school personnel to administer the policies at the school level;
3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
4. Developing procedures to implement the requirements for reporting and responding to bullying under sections V and VI of this policy or delegating that responsibility to principals or designees.
5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board; and
6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
8. Filing the SAU policies to address bullying and cyberbullying with the Department of Education.

Cross References: ACAA – Harassment and Sexual Harassment of Students  
EBCA – Comprehensive Emergency Management Plan  
JFCK – Student Use of Cellular Telephones and Other Electronic Devices  
JIC – Student Code of Conduct  
JICIA – Weapons, Violence and School Safety

Date of Adoption: August 13, 2014

Policies/RSU No. 18 Policies/J – Students/JICK – Bullying and Cyberbullying in Schools